



OFFICE OF HUMAN RESOURCES, TRAINING & DEVELOPMENT

Human Resources Material Submission 2022 Due Dates for BOT Approval

Listed below are the due dates for the BOT Human Resources Document.
Items to be placed on the Human Resources Document for Board Approval must be received on or before the OHRTD deadline.

2022 BOARD MEETING DATES	OHRTD DUE DATES for monthly BOT approval:	
	Credit, Non Credit, Requests for Contract, and Regular/Salaried PAF's	Temporary Hourly TEA's
January 18, 2022	Fri. 12/17/2021	Tues. 01/04/2022
February 10	Wed. 01/19/2022– Spring CR FACULTY OVERLOADS DUE	Thurs. 01/27/2022
March 10	Wed. 02/23/2022	Thurs. 02/24/2022
April 14	Wed. 03/16/2022	Thurs. 03/31/2022
May 12	Wed. 04/13/2022– SUMMER CS, CR & NCR DUE	Thurs. 04/28/2022
June 9	Wed. 05/25/2022	Thurs. 05/26/2022
July 14	Wed. 06/22/2022 – FALL CS, CR & NCR DUE	Thurs. 06/30/2022
August 11	Wed. 07/29/2022	Thurs. 07/28/2022
September 8	Wed. 08/10/2022– FALL CR FACULTY OVERLOADS DUE	Thurs. 08/25/2022
October 13	Wed. 09/21/2022	Thurs. 09/29/2022
November 10	Wed. 10/26/2022	Thurs. 10/27/2022
December 15	Wed. 11/23/2022– SPRING CS, CR & NCR DUE	Thurs. 12/01/2022
January 2023 TBD	TBD	Mon. 01/02/2023

If you have any questions, please call our main line 707-256-7100, or reach out to a direct contact below.

Michelle Bullock – Credit & Non Credit, Faculty Overloads, Requests for Contract, Community Service
mbullock@napavalley.edu

Annie Chindavong – Regular/Salaried PAF Forms achindavong@napavalley.edu

Savanna Petri – Temporary, Hourly (TEA) Forms savanna.petri@napavalley.edu

To ensure your documents can get on the board doc, please ensure all appropriate paperwork is submitted together by the above requested deadlines.

- **CS-** Community Service
- **CR-** Credit
- **NCR** – Noncredit
- **PAF** – Personnel Action Form (for regular, salaried employees)
- **TEA** – Temporary Employee Assignment